

**TOWN OF KENNEBUNK
BOARD OF SELECTMEN**

TUESDAY, OCTOBER 22, 2019 – 6:30 P.M.

**KENNEBUNK TOWN HALL
3rd FLOOR/ROOM 301**

REGULAR MEETING AGENDA

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. APPROVAL OF MINUTES
 - a. October 8, 2019 Regular Meeting [Please refer to supporting material \(PDF\)](#)
3. ITEMS TO BE SIGNED
4. PUBLIC HEARINGS
 - a. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

A new application from Lani Dietz d/b/a Maine and Vine for a Victualer License. This establishment is under new ownership (formerly Downeast Wine) and is located at 13 Western Avenue.

Town Manager's Note (not part of the public hearing notice):

MOTION: To approve the Victualer License Application for Lani Dietz d/b/a Maine and Vine.

- b. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to act on the following:

The establishment of fines for violations of the ordinance entitled “Prohibiting the Release and Display of Balloons.” Recommended fines are: \$25.00 (1st offense), \$50.00, (2nd offense) and \$100.00 (3rd offense).

Town Manager's Note (not part of the public hearing notice):

MOTION: To approve the fines noted above for violations to the Ordinance Prohibiting the Release and Display of Balloons.

- c. Municipal Officers of the Town of Kennebunk will hold a Public Hearing to hear public comment on the **November 5, 2019 Special Town Meeting Warrant** for the Town of Kennebunk.

Questions on the ballot are: Road Acceptances for Flagship Circle and Higgins Drive, Three-year Emergency Dispatch Services Agreement with the City of Sanford, and the Purchase of Property at 15 Portland Road.

Town Manager's Note (not part of the public hearing notice):

- *This public hearing is for discussion purposes only as no changes to the warrant are permitted.*
- *Election Information is available in the Town Clerk's Office and on the [Town's website](#).*

5. PUBLIC COMMENTS

6. ACKNOWLEDGEMENTS/ANNOUNCEMENTS

- a. **Accept a Donation** of \$200 from John White and Mary Daley in appreciation for services received from the Fire Department.

MOTION: To accept the donation and send a letter thanking them for their very generous donation.

- b. **Traffic Changes for Halloween (Thursday, October 31) are as follows:**

- Summer St. closed between Park St. and Depot St. from 5:00 P.M. to 9:00 P.M.
- Eastbound traffic detoured onto Park St., and westbound traffic will be rerouted down Depot St.
- There will be a police officer at both ends of the detour.
- This temporary road closure will take place to make it safer for trick-or-treaters and motorists alike.
- There will be no parking on Winter St. on either side during the detour.
- There will be parking limited to one side of Park St. from the intersection of Winter St. to Summer St.

Thank you for your cooperation and patience on this day.

7. TIME SENSITIVE BUSINESS & STAFF PRESENTATIONS

- a. **Discuss Boards and Committees**

- **Candidate to Appear for Appointment Consideration to Town Committee** – The following resident will be in attendance at Tuesday's meeting to discuss her interest in joining the following committee.

Cynthia Graves – Community Garden Committee
Vacancies: (1) Regular position - 2021

[Please refer to supporting material \(PDF\)](#)

MOTION: To appoint Cynthia Graves as a Regular Member on the Community Garden Committee, with a term expiring in 2021.

- **Accept the Following Committee Resignation:**

Miriam Whitehouse, Economic Development Committee – Regular Member 2020

MOTION: To accept the resignation of Miriam Whitehouse from the Economic Development Committee and send a letter thanking her for her service.

- b. Discuss the Award of the 2018 or 2019 Ford Fusion Hybrid Vehicle Bid – The current budget of \$30,000.00 allows for the purchase of a multi-use vehicle to be shared for administrative purposes between police, fire and general government. We received the following bids for this purchase:

In-stock vehicles:

- Arundel Ford, Arundel, ME \$24,923.00
2019 Ford Fusion SE Hybrid Expected delivery date: 2 days
Exterior color: black or gray
- Arundel Ford, Arundel, ME \$25,154.00
2019 Ford Fusion Hybrid Expected delivery date: 2 days
Exterior color: silver

- Stoneham Motor Co., Inc., Stoneham, MA \$25,983.00
2019 Ford Fusion SE Hybrid Expected delivery date: 5 days
Exterior color:
Exterior 1-Velocity Blue Metallic
Exterior 2-no color selected

Vehicles, not in stock, must be ordered:

- Quirk Ford, Augusta, ME \$24,161.88
2020 Ford Fusion SE Hybrid Expected delivery date: 14 weeks
Exterior color: gray
- Arundel Ford, Arundel, ME \$24,276.88
2020 Ford Fusion SE Hybrid Expected delivery date: 12-16 weeks
Exterior color: any color

**BID NOT CONSIDERED due to receipt of bid outside of bid deadline (due by 10:00 a.m.)
(bids were due by 10:00 a.m. on 10/17/19, this bid arrived at 12:46 p.m. on 10/17/19)**

- Key Ford of York, York, ME \$24,774.90
2020 Ford Fusion SE Hybrid
Expected delivery date: vehicle in stock available for delivery
Exterior color: silver

The Town Manager is recommending the low bid of \$24,923.00 for a 2019 Ford Fusion SE Hybrid as submitted by Arundel Ford.

MOTION: To accept the bid from Arundel Ford for a 2019 Ford Fusion SE Hybrid at a price of \$24,923.00.

8. OLD BUSINESS

- a. **Discuss Recovery Residences** – Selectman Karytko requested this item be placed on the agenda to allow for additional public discussion on this topic.

9. NEW BUSINESS

- a. **Approve a Pole Location Permit for Central Maine Power Company** – CMP, together with Northern New England Telephone Operations LLC, has applied for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways as described below:

Starting Point: Pole 25
Road: Landing Street, according to CMP (recognized by the Town as Port Road)
Direction: S
Distance: 40 feet
Number of Poles: One (25.1)

The site was reviewed and approved by Public Services Director Bryan Laverriere.

[Please refer to supporting material \(PDF\)](#)

MOTION: To approve the Pole Location Permit for Central Maine Power as noted above.

- b. **Approve Funding for the Replacement of the Cable Broadcast Management Hardware/Software System** – During the past several weeks, our six-year old cable broadcast system has become unreliable and requires frequent restarting. The Town’s IT Manager Rich Boucher has been working to correct the problem and continues to attempt to find solutions to keep the system working. Parts are no longer available to repair the unit. Ultimately the current system has stopped working completely, requiring a quick replacement of the hardware/software. This replacement is unbudgeted for FY2019-2020; therefore, funding would be sourced from the Board of Selectmen’s capital reserve fund. Based on the proposal from Connectivity Point for \$15,182, staff is estimating the total cost for the replacement may total \$17,000. Due to the specialized nature of the equipment and installation, staff is requesting that the Board’s Purchasing Policy be waived, allowing the sole-sourcing of the system from Connectivity Point since the replacement requires wiring and connection changes that staff is not equipped to perform.

[Please refer to supporting material \(PDF\)](#)

MOTION: To authorize the Town Manager to spend up to \$17,000 from the Board of Selectmen’s capital reserve fund for the replacement and installation of the cable broadcast system, and to waive the Board’s Purchasing Policy allowing for sole-sourcing of the system.

- c. **Discuss Jointly Establishing a Position at Southern Maine Planning and Development Commission** – Over the past couple of months, a group of six towns have been meeting to discuss jointly establishing a position at the Southern Maine Planning and Development Commission (SMPDC) to work on issues related to energy planning, sustainability and coastal resiliency due to the impacts from rising sea levels and more frequent storm events.

As a result of these discussions, the six towns (Kittery, York, Ogunquit, Wells, Kennebunk and Kennebunkport) agreed that pursuing such a position, as a two-year pilot program, would be the most cost effective and efficient way to address these issues. SMPDC has worked with the communities and plans to establish a dedicated position which can support the efforts of all the communities. The proposal not only establishes a Sustainability/Coastal Resilience position, it provides cash match for ongoing grant efforts. At the end of two years all communities and SMPDC will assess the results.

This would be a full-time position requiring approximately \$90,000 for salary, benefits and overhead.

- Funding would be \$15,000 per year/per town, of which \$30,000 will go towards matching grant funds as described above.
- As we will be basically half way through a budget year soon, SMPDC is asking each town for \$7,500 for this year (FY19-20) and \$15,000 for a full year (FY 20-21) beginning in July 2020.
- This is essentially a pilot program but the understanding through discussion, is that SMPDC would need two years to assess results.

[Please refer to supporting material \(PDF\)](#)

MOTION: To authorize the Town Manager to expend up to \$7,500 from the Board of Selectmen’s capital reserve fund in support of SMPDC’s FY 19-20 plan to establish a dedicated position to support the multi-town initiative.

- d. **Discuss Any Other Business**

10. BOARD OF SELECTMEN COMMENTS

- a. **Subcommittee Reports**
b. **Individual Selectmen Comments**

11. TOWN MANAGER ANNOUNCEMENTS

- a. Climate Change and Coastal Sustainability Update
- b. **Saturday, October 26 – Residential Household Hazardous Waste Drop-Off Day**, 8:00 a.m.–1:00 p.m. at the Kennebunk Public Services Department at 36 Sea Road. This is open to all Kennebunk, Kennebunkport, Wells and Arundel residents and property owners. Proof of residency is required. FMI, visit www.kennebunkmaine.us/hazmatday.
- c. **Tuesday, November 5, 2019 Special Town Meeting, Town Hall Auditorium, 8am to 8pm** – Items being voted on are:
 - Purchase of 15 Portland Road
 - Three-year Emergency Dispatch Services Agreement with the City of Sanford
 - Acceptance of Higgins Drive
 - Acceptance of Flagship Circle
- d. **Monday, November 11 - Veterans Day Holiday**
 - Offices Closed: Town Office and Department of Public Services closed
 - Transfer Station/Recycling Center Closed (also closed each week on Sundays and Mondays)
 - Trash & Recycling Pickup: NO CHANGE – pickup will take place as usual all week
- e. **Note meeting date change:** The first Selectmen's meeting in November will be held on **Thursday, November 14 at 6:30 p.m.** (this meeting was moved from Tuesday, November 12).

12. EXECUTIVE SESSION

13. ADJOURNMENT